

# Event Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011467	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
SWC242 Ground Maintenance Equipment/UTV's			
Start Time	Finish Time		
04/22/2020 14:30:00 CDT	04/30/2020 16:30:00 CDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services - CPO  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
Michael Neely

**Contact:**  
**Phone:**  
**Email:** michael.t.neely@tn.gov

## Event Description

Please note that Event 11421 was held but not all regions were awarded all desired brands. This event is to fill those voids for the brands and regions not initially bid. Only the brands listed should be bid.

This Invitation to Bid (ITB) is to establish a statewide contract(s) for Ground Maintenance Equipment. with an initial term of two (2) years with three (3) annual options to renew for one (1) year each.

The following documents are attached to Event 11467 Ground Maintenance Equipment/UTV's

Terms and Conditions  
Specifications  
Evaluation Model  
Helpful Supplier Information

Prospective respondents must direct communications concerning this ITB to the following person designated as the Solicitation Coordinator:

Solicitation Coordinator  
State of Tennessee,  
Attn: Mike Neely  
Department of General Services, Central Procurement Office  
3rd Floor, William R. Snodgrass, Tennessee Tower  
312 Rosa L. Parks Avenue  
Nashville, TN 37243-1102  
Phone: 615-741-5971  
Email: Michael.T.Neely@tn.gov

Unauthorized contact about this ITB with employees or officials of the State of Tennessee except as detailed in this ITB may result in disqualification from consideration under this procurement process. Notwithstanding the foregoing, Respondents may alternatively contact:

1. Staff of the Governor's Office of Diversity Business Enterprise for assistance available to minority-owned, woman-owned, Tennessee service-disabled veteran owned, and small businesses as well as general, public information relating to this solicitation (visit [www.tn.gov/businessopp/](http://www.tn.gov/businessopp/) for contact information); and

2. The following individual designated by the State to coordinate compliance with the nondiscrimination requirements of the State of Tennessee, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, and associated federal regulations:

Helen Crowley  
Department of General Services, Central Procurement Office  
3rd Floor, William R. Snodgrass, Tennessee Tower  
312 Rosa L. Parks Avenue Nashville, TN 37243-1102  
Phone: 615-741-3836  
Email: Helen.Crowley@tn.gov

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to [https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST)  
Log in with your vendor ID and password in order to search bid opportunities.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

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## PeopleSoft Strategic Sourcing

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Event Round	Version		
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Michael Neely

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**Phone:**  
**Email:** michael.t.neely@tn.gov

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link:  
[https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST)

Central Procurement Office Website:  
<https://www.tn.gov/generalservices/procurement.html>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently

## General Comments

- SWC242 Specs

## General Questions

Question	UOM	Best	Worst	Response
Respondent shall enter the percent from their catalog or price list prices. Only one (1) percent minus (-) and discount amount, plus (+) and surcharge amount, or "0" for net is acceptable. Example: -10%				<input type="text"/>

Required: Yes Mandatory ResponseNo

### Response Comments

If the respondent is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

Please provide Secretary of State issued ID Number

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

Prior to award and during the contract period, a corporation must be registered and be in good standing with the Secretary of State's Office. The following is the contract information for the Secretary of State's Office: State of Tennessee, Department of StateAttn Business Filings and Information312 Rosa L Parks Ave  
6th Floor, WRS Tennessee TowerNashville TN 37243-1102Email: TNSOS.CORPINFO@tn.govWebsite:  
<https://sos.tn.gov/business-services/business-entity-filings>Bid event respondents will be granted seven (7) business days from the date of bid submission to register with the Secretary of State or bid response will be rejected.

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Event Round	Version		
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SWC242 Ground Maintenance Equipment/UTV's			
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04/22/2020 14:30:00 CDT	04/30/2020 16:30:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

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Michael Neely

Contact:  
Phone:  
Email: michael.t.neely@tn.gov

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Yes

Required: Yes Mandatory Response: Yes

### Response Comments

Bidder shall enter Catalog Title and Effective Date of Catalog Bid.

Required: Yes Mandatory Response: No

### Response Comments

Respondents must include a list of all authorized service centers in their responses.

Required: No Mandatory Response: No

A file attachment is required to satisfy this question.  
Your bid will need to be edited online to include attachment responses.  
Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, "Yes."

Required: Yes Mandatory Response: No

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Event Round	Version		
1	1		
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SWC242 Ground Maintenance Equipment/UTV's			
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Event Currency: US Dollar  
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Bidder: PUBLIC EVENT DETAILS

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Michael Neely

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### Response Comments

Question	UOM	Best	Worst	Response
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List the length of time your company has been in business and provide evidence of comparable contracts. Respondent must have occupied a place of business for at least one (1) year with suitable equipment, supplies and trained staff capable of providing the goods and/or services requested.

List the average inventory dollar amount:

Enter the information for three (3) comparable contracts, ongoing or completed, within the past two (2) years  
Comparable contract:  
Name and address of contract:  
Contact person:  
Contact's phone number:  
Contact's email:

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### Time in business

A bidder must have occupied a bona fide place of business with a representative inventory of products or supplies necessary for production of the products for at least one (1) year, must furnish satisfactory evidence of successful completion of comparable contracts for at least three (3) customers within the past two (2) years, and must provide any other evidence required and requested in order to establish evidence of its ability to furnish the products or services in accordance with the terms and conditions and specifications. Enter the length of time in business and provide evidence of the completion of three (3) comparable contracts. Failure to provide at least three (3) comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.

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Event Round	Version		
1	1		
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SWC242 Ground Maintenance Equipment/UTV's			
Start Time		Finish Time	
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Question	UOM	Best	Worst	Response
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How many days after receipt of purchase order will it take to deliver item(s)?

0

Required: Yes Mandatory ResponseNo

### Response Comments

The respondent shall indicate the standard warranty period.

List the Standard Warranty Period:

Required: Yes Mandatory ResponseNo

### Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

### Response Comments

The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library/public-information-library.html>

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-0000011467	Sell	RFx	6
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
SWC242 Ground Mainteance Equipment/UTV's			
<b>Start Time</b>		<b>Finish Time</b>	
04/22/2020 14:30:00 CDT		04/30/2020 16:30:00 CDT	

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Michael Neely

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**Phone:**  
**Email:** michael.t.neely@tn.gov

### Response Comments

Question	UOM	Best	Worst	Response
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We ask that you take a few short minutes to complete this survey. The purpose of this survey is to capture Respondents' assessments of CPO procurement processes. Your responses will remain anonymous, and will have no bearing or consideration on contract award.

<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory ResponseNo

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-0000011467	Sell	RFx	7
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
SWC242 Ground Mainteance Equipment/UTV's			
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## Line Details

**Line:** 1 **Item ID:** **Line Qty:** 1.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Dummy Line-please fill out Attachment C-SWC242 Bid sheet

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>

**Required:** Yes **Mandatory Response:** No

### Response Comments

## Event Details (cont.)

### PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-0000011467	Sell	RFx	8
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
SWC242 Ground Mainteance Equipment/UTV's			
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### Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		



# Event Details (cont.)

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Event ID	Format	Type	Page
32110-0000011467	Sell	RFx	9
Event Round	Version		
1	1		
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04/22/2020 14:30:00 CDT	04/30/2020 16:30:00 CDT		

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## Appendix A - Line Specifications

Line: 1 Item ID: Line Qty: 1 UOM: Each  
Description: Dummy Line-please fill out Attachment C-SWC242 Bid sheet

### Item Specifications

Manufacturer:		
Mfg Item ID:		
Item Length:	0	Item Height: 0
Item Width:	0	Dimension UOM:
Item Volume:	0	Volume UOM:
Item Weight:	0	Weight UOM:
Item Size:		Item Color:

### Shipping Information

Schedule:	1	Ship To:
Quantity:	1	
Due Date:	05/05/2020	
Freight Terms:		
Ship Via:		

## Event Details (cont.)

### PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011467	Sell	RFx	10
Event Round	Version		
1	1		
Event Name	SWC242 Ground Maintenance Equipment/UTV's		
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Michael Neely

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**Email:** michael.t.neely@tn.gov

## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016